

**MASSACHUSETTS NATIONAL GUARD
FULL-TIME MILITARY TOUR (AGR)
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCE OFFICE
50 MAPLE STREET
MILFORD, MA 01757-3604**

NUMBER: FY06-32 (AGR)

EXPIRES: 25 SEP 06

DATED: 11 SEP 06

1. ELIGIBILITY: ELIGIBILITY: Applications are currently being accepted for the following position in the Massachusetts Army National Guard (MAARNG) under the provisions of 10 United States Code (USC) 681, Title 32 Section 502. Open to ALL ENLISTED SOLDIERS IN THE MAARNG OR ELIGIBLE FOR ENLISTMENT IN THE MAARNG. The Personnel Automated Records Center (PARC) will accept applications until 1630hrs, 25 August

Position: Readiness NCO	Location: Co C 20 th SFG, 1505 Roosevelt Ave, Springfield, MA 01109
Max Grade: SFC/E7 Min Grade: SSG/E6	MOS/AOC: 18 Series
Unit POC: SFC Kennedy (508) 233-7943	AGR Branch POC: SFC Alberico (508) 233-6785
Salary: Full-time Military Pay & Allowances based on rank and time in service	Website: http://www.mass.gov/guard

Contingent upon availability of funding

2. REQUIREMENTS.

- a. Individual selected will be militarily assigned to the unit and will be placed in the required duty position.
- b. Individual must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.
- c. **Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position**
- d. To enter into the AGR Title 10/32 Program, a Chapter 3 examination will be completed in accordance with AR 40-501, within 24 months prior to first day of an active duty tour. This examination is to be accomplished at an Active Army MEDDAC, MED CEN, or MEPS; if the examination is older than six months but less than 24 months, a DA Form 7349 (Initial Medical Review/Annual Medical Certificate) with review by the State/Territory surgeon or Health Care Provider Designee (physician, physician assistant or nurse practitioner) will be accomplished within 60 days prior to the first day of duty to assure that Chapter 3 standards continue to be met.
- e. Human Immune Deficiency Virus (HIV) testing for all soldiers will be accomplished within six months prior to initial entry.
- f. This announcement is closed to female soldiers.
- g. AGR personnel may not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).
- h. Applicants must have sufficient time remaining on current enlistment to permit the completion of the initial three year tour of duty or must be willing to extend.
- i. Individuals entering into their initial AGR Tour must be able to serve at least three years in an active military status IAW AR 135-18, chapter 2, table 2-1, rule D, prior to completing 18 years of Active Service (AS).

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j. Military technicians may not convert in-place to AGR status. An incumbent military technician may only change to AGR status in conjunction with a different Support Personnel Manning Document (SPMD) position, defined as a SPMD position with a different position number.

k. Applicants must possess a state driver's license and be qualified to operate military vehicles which are organic to the unit.

3. APPLICATION PROCEDURES:

- a. All applicants will submit:
 - (1) A copy of this announcement.
 - (2) NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) completed and signed.
 - (3) Photocopy of the most current DA Form 705 (APFT Score Card).
 - (4) DA photo in Class A uniform taken within the past 12 months (a Polaroid type photo in Class A uniform is not acceptable).
 - (5) Statement from the commander/supervisor stating soldier meets height/weight/body fat requirements and is not enrolled in the weight control program.
 - (6) Must furnish a copy of his/her SF Forms 88 & 93 or 2807 & 2808 (Report of Medical Exam & Report of Medical History). To request these forms, soldier will submit a DA Form 543-R (Request for Records) to the MAARNG Medical Command by Fax (781) 377-1088; please include a return fax number (there is a 5 to 7 day turn-around for the request). NO WALK-INS AUTHORIZED.
- b. All applicants will forward the above paperwork to JFHQ, MAARNG, ATTN: JFHQ-J1-PAR, 50 Maple Street, Milford, MA 01757-3604 or schedule an appointment with Customer Service: (508-233-6772). Personnel Automated Record Center (PARC) attaches:
 - (1) Certified copy of DA Form 2-1.
 - (2) Copy of Retirement Point Accounting Management (RPAM) NGB Form 23B.
 - (3) DD Form 214s and NGB Form 22s.
 - (4) Copy of last five Non Commissioned Officers Evaluation Reports (NCOER) (if applicable).
- c. PARC then forwards the completed packet to HRO/AGR Branch. The President of the Board will contact qualified applicants for an interview. All applicants will be notified in writing within 30 days after the selection board.
- d. Missing documents require a letter from the individual stating reason or the packet will be returned without action.
- e. Any falsification of the eligibility requirements will result in non-consideration for selection, or if selected, individual will be released from the AGR program.

. NOTE: Any documentation missing requires a letter regarding circumstances enclosed in the application packet

4. JOB DESCRIPTION:

a. Assists the Unit Commander in obtaining and maintaining Mobilization Readiness of the unit, facilitates coordination with the Unit Movement Control Officer, Supply Sergeant, and Unit Administrative NCO. The Readiness NCO will maintain the unit's mobilization files and updates and coordinates the alert and movement plan.

b. Based on command guidance, assists the S2/S3/Operations Warrant Officer in drafting training directives, yearly training programs, circular, MTL/METL's, operations orders and other memorandum in compliance with directives from higher headquarters

c. Supervises the drafting of training schedules for approval which comply with command guidance and directives and the publications of higher headquarters. Establishes a direct line of communication with training and mobilization action personnel at higher headquarters.

d. Supervises the development and monitoring of a comprehensive MOS qualification training program. Advises and assists the unit NCO's in implementation and conduct of supervised on the job training (SOJT) programs. Advises officer personnel on military education requirements and prepares applications for Army service schools and extension centers for them.

e. Attends all unit training assemblies additional training assemblies and annual training periods. Provide assistance and guidance in the preparation for execution of unit training and other mobilization readiness related activities. Ensure that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit.

f. Responsible for supervising the implementation and accomplishment of the Individual Training and Evaluation Program (to include SDT) as prescribed in AR 350-37, and of the Battalion training management System (BTMS) at company/detachment level. Responsible for supervising the control of materials, and publications and soldiers manuals. Responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel.

g. Assist the Operations Sergeant in the overall operation of the full-time unit support staff. Responsible for ensuring the commander's concept of operations for the full-time personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the full-time personnel.

h. The readiness NCO will be integrated into the rating scheme of subordinate full-time personnel.

i. Works directly with the commander in monitoring the recruiting and retention activities of the unit. The Readiness NCO will be directly involved in the maintenance of strength and personnel readiness issues of the unit including employment support and family programs.

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j. Responsible for the overall supervision of all pay, personnel and administrative activities of full-time personnel in caring for the welfare of unit soldiers. Established procedures to be followed in the resolution of all personnel matters and supervises those procedures until eventual solution. Establish a direct line of communication with pay administrative, and supply action personnel in higher headquarters. Established and maintains personnel proficiency in all supply, financial and personnel procedures.

k. Provides assistance to unit Training NCO's in the conduct of day-to-day operations and assists in the development of unit level training programs.

l. Performs other duties as assigned.

m. All applicants must be CMF 18 qualified.